



DELAINÉ EASTIN
State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

1430 N Street

P. O. Box 944272

Sacramento, CA

94244-2720

October 30, 2002

To: County Chief Business Officers

From: Cindy S. Chan, Administrator
Principal Apportionment & Special Education Unit
School Fiscal Services Division

Subject: 2002-2003 First Principal Apportionment K-12 Revenue Limit Software and Data Forms

This letter is to inform you that the 2002-2003 K-12 Revenue Limit "Lite" Software for school districts is available on the California Department of Education Web page at: <http://www.cde.ca.gov/fiscal/software> and data forms are available at: www.cde.ca.gov/fiscal/principal_app/.

In addition, enclosed are the following documents necessary to complete and submit for the 2002-2003 First Principal (P-1) Apportionment to be certified by February 20, 2003:

- Certification (must submit)
- Data Collection Schedule (must submit from the 2002-2003 K-12 "Lite" Software). A blank data collection schedule is attached for your information only.
- Schedule E (submit if applicable)
- Schedule F – Elementary School (submit if applicable). The Schedule F is preprinted if the district had a necessary small elementary school in 2001-2002. We have attached a blank Schedule F for new small elementary schools.
- Schedule F – High School (submit if applicable). The Schedule F is preprinted if the district had a necessary small high school in 2001-2002. We have attached a blank Schedule F for new small high schools.
- Schedule F Instructions
- Schedule F Certification

County Superintendents of Schools

October 30, 2002

Page 2

Please submit the export diskette for all districts in the county. Also, for each district, submit a completed Data Collection Schedule and any applicable schedules along with the signed Certification **no later than November 15, 2002** to:

California Department of Education
School Fiscal Services Division
Principal Apportionment & Special Education Office
1430 N Street, Suite 3800
Sacramento, CA 95814

In addition, we are currently developing new software that will replace the K-12 "Lite" Software and enclosed documents. This new software, the School District Revenue Data Collection Software, is intended to more efficiently collect, consolidate, and edit local attendance and revenue data. We anticipate releasing the new software for your use to report data for the 2002-2003 Second Principal (P-2) Apportionment. Additional information regarding the new software will be sent to you under separate cover.

If you have questions, please contact your assigned analyst listed in alphabetical grouping by county:

For Alameda through Los Angeles:	Melissa Collier, (916) 445-7354, mcollier@cde.ca.gov
For Madera through Yuba:	Shelley Goode, (916) 324-4530, sgoode@cde.ca.gov

CC:sk

Enclosures